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MARINE CORPS BULLETIN 5210

From: Commandant of the Marine Corps
To: Distribution List

Subj: MANAGEMENT OF ARMED CONFLICT RECORDS

Ref: (a) Presidential Memorandum, "Managing Government Records,"
28 November 2011
(b) MCO P5510.18A Ch. 1
(c) SECNAV M-5210.1
(d) MCO 5210.11E

1. Purpose. To establish policy and requirements for the management of Marine Corps Armed Conflict Records.

2. Background

a. The Marine Corps has a responsibility to preserve and protect records of operations, achievements, and historical events during overseas contingency operations per references (a) through (d). Collectively, these records are referred to as Armed Conflict Records which are defined as: records related to the deliberate and crisis action planning and conduct of conventional war and war on terrorism, to include a commander's estimate of the situation and estimates of personnel, intelligence, and logistics as well as multi-national collaboration, after-action reports and lessons learned.

b. The Records, Reports, and Directives Management Branch (ARDB) at Headquarters Marine Corps, in coordination with the Operating Forces, Supporting Establishment, and the Records Management and Information Management communities, has developed a process and an associated pilot to capture, organize and transfer Armed Conflict Records virtually real-time from theater to the continental United States using existing technology.

3. Action. This Bulletin formalizes the standardized process to manage Armed Conflict Records with the intent to adopt the practice to enterprise-wide records management with minimum impact on the warfighter. ARDB identified a select number of Armed Conflict Records and researched the lifecycle of each (i.e., creation, maintenance and use, and final disposition).

a. The process is organized into three Phases.

(1) Phase I: Training/Organizing. Train Marines and Command Designated Records Managers (CDRM) on proper records management in a deployed environment. Two 20-minute web-based training modules were developed for this purpose; they are "Armed Conflict Records Management Pre-Deployment Training" and "CDRM Records Management Training." While some Marines work with records more extensively than others, all deploying Marines need to

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complete the first module regardless of military occupational specialty to better understand what constitutes a record and become familiar with the process; only CDRMs need to complete the second module. Both modules are on the ARDB website at <http://www.marines.mil/unit/dmcs/ar/ard/Pages/ARDB.aspx>.

(2) Phase II: Implementation. Transfer of I MEF Armed Conflict Records to a central records repository at Marine Corps Installations - East (MCI-EAST).

(3) Phase III: Evaluation/Reconciliation

(a) Collect feedback and revise the Armed Conflict Records process, as necessary.

(b) Expand the process to collect additional records.

(c) Prepare for an enterprise-wide records management solution.

b. Deployed Marine Forces participating in Operation Enduring Freedom (OEF) will manage Armed Conflict Records as outlined below.

(1) OEF forces will appoint CDRMs in writing at each level of the deployed Marine Air Ground Task Force (MAGTF) and provide a copy of appointment letters to ARDB no later than 15 May 2012 via email to HQMCREC-MGR@usmc.mil. An appointment letter template is located on the ARDB website.

(2) OEF records creators will use the in-theatre Microsoft SharePoint portal to identify and save the Armed Conflict Records.

(3) Using organic Information Management Officer (IMO) standard operating procedures, CDRMs and other individuals will collect all OEF MAGTF records, process and store them onto a secure server, and transfer them to digital media.

(4) Records collected will be forwarded to a central repository located at MCI-EAST and eventually pre-accessioned from MCI-EAST to the National Archives and Records Administration (NARA) for retention and future reference. Pre-accessioning is defined as the physical transfer of record copies to NARA prior to the actual legal transfer of those records. The Marine Corps maintains legal ownership of the records until the actual date the records are transferred to NARA for archive. Dates for the initial transfer of records will be announced separately once determined.

(5) Once refined, the process will be launched Marine Corps-wide and will enable commands to better and more accurately capture records that preserve the historical documentation of Marine Corps actions and achievements during armed conflicts and contingency operations.

c. Coordinating Instructions

(1) This Bulletin directly applies to the following:

(a) HQMC ARDB. Establish and facilitate the Armed Conflict Records Management process.

(b) Commanders. Ensure CDRMs are assigned and provide sufficient network support to execute Armed Conflict Records collection per this Bulletin.

(c) CDRMs. CDRMs assist commanders with oversight of command records management programs, ensuring all published guidance and federal regulations for local records management practices are followed. This includes monitoring conversion of paper records to electronic portal document format (.PDF/A), accurate conversion of digitally-born records to .PDF/A, and timely transfer of required records to NARA through the chain of command.

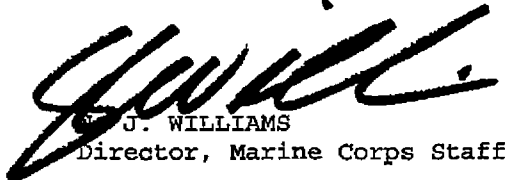
(d) Information Management Officers (IMO). IMOs assist commanders, staff officers and CDRMs to develop and implement information technology solutions to streamline this new process for aggregating Armed Conflict Records. IMOs also share their expertise and provide guidance during the records creation and upload process to ensure an accurate, clearly identified collection of Armed Conflict Records.

(2) The process and tasks in this Bulletin will be implemented by OEF Forces beginning with the 12-1 rotation.

(3) ARDB will gather and capture feedback and lessons learned from all stakeholders throughout this process.

4. Reserve Applicability. This Bulletin is applicable to the Marine Corps Total Force.

5. Cancellation Contingency. Information in this Bulletin is effective for one year from the date of signature or until incorporated into a Marine Corps order, whichever comes first.



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